

IT Workforce  
Committee Meeting

Thursday, September 15th, 2005

1:30PM

DETR – Technical Services Conference Room  
500 E. Third Street – Basement Rm 107

MEETING MINUTES

Attendees: Janice Rhode, Kathy Comba, Rossalyn Hoid, Mary Day, Cheryl Mathwig, Ray Watley, Hazel Brandon, Dana Carvin, and Randy Potts

1. State Personnel Review/Update - Mary reported that the new ISO series will be taken to Personnel Commission on September 23, 2005. Randy will be attending the Personnel Commission to speak to the technical aspects if needed. Mary has received no major comments on this series at this time.
2. CNT/CNS Survey results – Mary reported that there has not been a meeting in the last 2 or 3 weeks. There has been difficulty getting the group together. The group has started looking at the survey forms and matching those against the class specifications that were put together. Mary indicated that they are working on the CNT portions first.
3. ISO Series - Randy gave an overview of this new class series. The series defines the 10 domains of security. This helps in the selection process. The class concepts were split into DOITs' security officers specific requirements (CISO) and all other Departments' security officers specific requirements. The CISO position is a full time dedicated position. The ISO III is Department security officer specific (full time dedicated to security). The ISO II is Division security officer (70% dedicated to security), and the ISO I level is task oriented.

Minimum qualifications were defined as CISO needs CISSP and CISM certification. All other ISOs will be required to be Nevada security certified. This internal training program is being developed by DOIT personnel. Randy also reported that years of experience are aligned very similar to the other series.

Mary indicated that we may need to expand on benchmarks further as more positions are classified in this series.

4. Continued Discussion: Combining IT classifications into three series: IT TECH, IT PROFESSIONAL, IT MANAGER. - Mary has begun putting together a vision on how this combined classification should work. She needs more time or staff to help her proceed with this. Mary will be training someone on classifications. Mary

would like to put the next classifications we go over in this structure. She will begin inserting the just completed DBA series into the matrix.

It is a goal to make this as clear as possible. A matrix has been drafted to begin to look at this for us. Mary will try to bring this to the next meeting.

Mary has had widespread support for the idea. The series would be defined in these broad categories:

IT Tech - CNT, CST, Helpdesk

IT Professional - CNS, CSP, ISS, DBA, Security, Disaster Recovery, MIS ?

IT Manager - DP Mgr, ISM

4. Standards for Web Site Maintenance – This committee has been tasked by the IT Optimization study to come up with standards on web site development. Cheryl could help us with this. Randy indicated that too many different types of people were doing web development. Linda DeSantis was going to draft standards for us to review. Roz will follow up on getting these from Linda. Randy indicated that the concern was focused on who could post to the websites not necessarily who puts together the content.

Janice indicated that we could require specific training ( like HTML). Cheryl will provide us with her recommendations on possible training. Certain skills are needed for this position. This could be as simple as defining classes needed. Mary also indicated that we need to define the tasks that this person will be able to do once the training is received.

6. Next meeting: The next meeting has been scheduled for October 20<sup>th</sup>, 2005 in the DETR Conference Room. (3<sup>rd</sup> Thursday 1:30)

#### Action Items:

1. Mary Day will bring the committee a draft matrix for the proposed combined IT Class series.
2. Cheryl Mathwig will provide Janice with training recommendations for website development personnel.
3. Rossalyn Hoid will forward website development standards from Linda DeSantis to Janice when she receives them.